



## A new easier way to find Parks, Recreation and Culture activities and programs!



### Customize Your Search

Find programs tailored just for you and your family with 4 simple questions



### Export Your Results

Print or save for easy access during registration

### The Program Guide is Now Digital— Say Hello to the New Activity Search Tool

All Your Favourite Parks, Recreation & Culture Programs, Now at Your Fingertips!



Start discovering activities today!

[richmond.ca/ActivitySearchTool](https://richmond.ca/ActivitySearchTool)



# How to search for activities

There are two ways to **Search for Activities** online. **Browse** the **Register for an Activity** page or use the **Activity Search** tool. Both options are available when logging into **MyRichmond**. This guide will cover both methods of searching. A detailed video is also available on the **Program Registration** page at [richmond.ca/register](https://richmond.ca/register).

Browsing is also available by clicking the **Browse & Register\*** button found on the **Program Registration** page at [richmond.ca/register](https://richmond.ca/register).

*\*This button is not clickable during the first two days of seasonal registration as logging into MyRichmond is the more efficient way for clients to register on these days.*

The screenshot shows the MyRichmond website interface. At the top, a navigation bar includes links for 'MyRichmond', 'Careers', 'Accessibility', and 'Translate'. Below this is a search bar with the text 'Search' and a placeholder 'How can we help you?'. The main navigation bar features categories: 'Services', 'Parks & Recreation' (highlighted), 'Community & Culture', 'Business & Development', and 'City Hall'. A breadcrumb trail shows 'Home > Parks & Recreation > Program Registration'. The left sidebar, titled 'Parks & Recreation', lists various options including 'Program Registration' (selected), 'Memberships', 'Program Registration Help', 'Cancellation', 'About Recreation', 'Recreation Facilities', 'Parks', 'Trails & Cycling', and 'Waterfront Activities'. The main content area is titled 'Program Registration' and features a banner for 'Register for fall programs today' with an image of two people. Below the banner, the section '3 Ways to Register' lists: 'Select the Browse & Register button', '604-276-4300, Mon-Fri, 8:30am-5:00pm (excluding statutory holidays)', and 'In-person at any community facility. Note: Debit, cheque and cash are also accepted when registering in person'. A 'Browse & Register' button is located at the bottom of this section.

## Important Information

There are three different types of activities offered by the City of Richmond and its partners.

- 1 Drop-in classes** - Available to join without booking a space. Some of these classes are on a first-come, first-served basis.
- 2 Programs** - Generally multi-session events on a reoccurring schedule.
- 3 One-time activities** - Single-session activities that require booking in advance. These activities include court bookings, such as table tennis or Pickleball courts.


Clicking on MyRichmond, re-directs to the page below. MyRichmond is a personal view of City services organizing interactions with the City, including activity registrations. The Activity Search tool requires a sign in or an account to be created.

[Richmond.ca](#)

Translate

MyRichmond

One Step, A Whole City



New Ways to Secure your MyRichmond Account

Protecting your online safety is paramount. That is why the City of Richmond is introducing two innovative approaches to safeguarding your digital identity when using MyRichmond. Choose between the following options:

Passkeys

Expand

>

Two-factor authentication (2FA)

Expand

>

MyRichmond Web Portal

Welcome to MyRichmond, a web portal and service that will enhance your experience when accessing personalized City information online.

Log In

Email address

Next

[Reset password](#)

[Add / Setup another passkey](#)

Not yet registered?

Create your MyRichmond account today. You only need to sign-on once to access City services in one place with one password.

Register

# Important Information

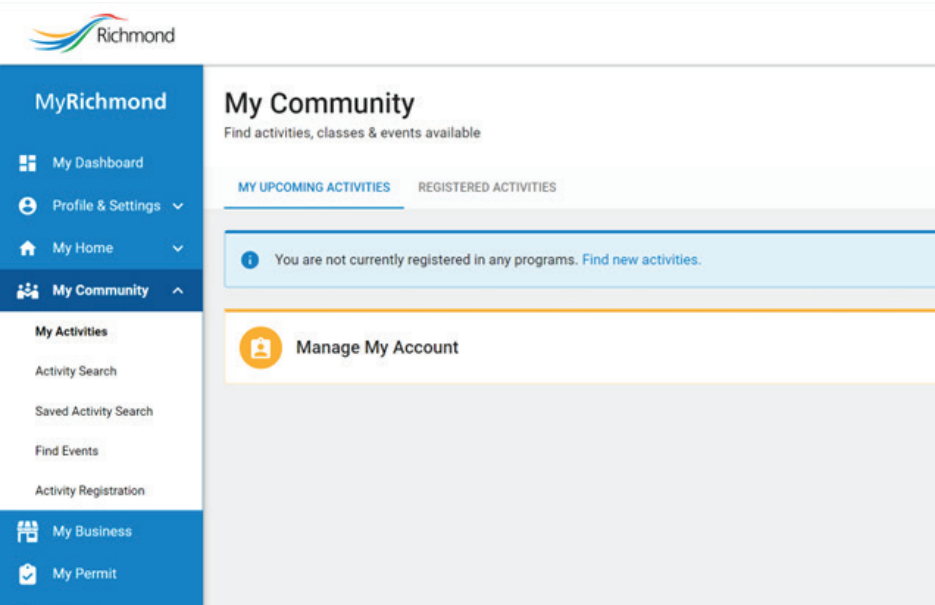
## What is MyRichmond?

MyRichmond is a personal view of City services organizing interactions with the City into sections:

- My Home
- My Voice
- My Community
- Other E-Services

For more information on MyRichmond, including creating an account, visit [myrichmondhelp.richmond.ca](http://myrichmondhelp.richmond.ca).

Click on the My Community section to open the list of options. This guide focuses on the **Activity Search** and **Saved Activity Search** menu options in the **My Community** section.



# Important Information

Following are the five menu options listed in this section.

- 1 My Activities** – Provides a quick view of upcoming programs individuals or family members are registered for or shows a view of past programs.
- 2 Activity Search** – Provides the convenience of finding all three program types (drop-in classes, programs and one-time activities), along with a method of narrowing program searches to find programs of interest.
- 3 Saved Activity Search** – Stores saved favourites.  
*Note: There is a limit to how many programs can be exported.*
- 4 Find Events** – Displays special events, such as movie nights, Council meetings and holiday events.
- 5 Activity Registration** – Directs users to the Register for an Activity page.

From this page, there are two options to select from:


1. **Drop-in classes** – Clicking on the **here** link will open up the Schedules & Fees web page. All drop-in sessions are provided in PDFs.
2. **Programs & One-time Activities** – Clicking on the **Get Started** button takes users to the next step in the Activity Search tool.

The screenshot displays the MyRichmond website interface. On the left is a blue sidebar with the 'MyRichmond' logo at the top. Below the logo, the 'My Community' section is expanded, showing a list of options: 'My Dashboard', 'Profile & Settings', 'My Home', 'My Community', 'My Activities', 'Activity Search' (highlighted with a red circle and a red arrow), 'Saved Activity Search', 'Find Events', and 'Activity Registration'. Below this, there are links for 'My Business', 'My Permit', 'My Voice', 'Other e-Services', and 'Help'.

The main content area is titled 'My Community' with the subtitle 'Find activities, classes & events available'. It features a large white box with a blue header. Inside this box, the 'Activity Search' section is visible. It contains the text: 'Search for registered programs, activities, and court bookings. Click [here](#) for drop-in class schedules to discover more ways to be active.' The word 'here' is underlined and highlighted with a red circle and the number 1. At the bottom of the white box is a blue button labeled 'Get Started' with a right-pointing arrow, highlighted with a red circle and the number 2.

# Step 1

Select the age group(s) to find. At least one age group must be chosen or click the **Skip This Question** to proceed.

**MyRichmond**

My Dashboard

Profile & Settings

My Home

My Community

My Activities

Activity Search

Saved Activity Search

Find Events

Activity Registration

My Business

My Permit

My Voice

Other e-Services

Help

**My Community**  
Find activities, classes & events available

1 Age Groups

2 Activity Types

3 Categories

4 Locations

What are the age groups you want to find?

Preschoolers  
(Ages 5 and under)

Children  
(Ages 6 - 12)

Youth  
(Ages 13 - 17)

Adults  
(Ages 18+)

55+  
(Ages 55 and over)

All Ages  
(Ages 0 and over)

Skip This Question

Next >

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## Step 2

Select the **Activity Types** (either **Programs** or **One-time Activities**). For more information on the difference, see the important information box on page 2 of this guide. Select either **Activity Types** or click the **Skip This Question** to proceed.

The screenshot shows the 'MyRichmond' website interface. On the left is a blue sidebar with navigation links: My Dashboard, Profile & Settings, My Home, My Community (expanded), My Activities, Activity Search, Saved Activity Search, Find Events, Activity Registration, My Business, My Permit, My Voice, Other e-Services, and Help. The main content area is titled 'My Community' with the subtitle 'Find activities, classes & events available'. It features a progress bar with four steps: 1. Age Groups (checked), 2. Activity Types (current step), 3. Categories, and 4. Locations. Below the progress bar, the text asks 'What activity types do you want to find?'. There are two selection boxes: 'Programs' (Find registered programs: e.g. swim lessons, dance lessons, camps) and 'One-time Activities' (Find one-time registered activities: e.g. fitness classes, court bookings). At the bottom, there are buttons for '< Previous', 'Skip This Question', and 'Next >'.

Richmond

**MyRichmond**

- My Dashboard
- Profile & Settings
- My Home
- My Community**
  - My Activities
  - Activity Search**
  - Saved Activity Search
  - Find Events
  - Activity Registration
- My Business
- My Permit
- My Voice
- Other e-Services
- Help

**My Community**  
Find activities, classes & events available

✓ Age Groups   2 Activity Types   3 Categories   4 Locations

What activity types do you want to find?

**Programs**

Find registered programs  
(e.g. swim lessons, dance lessons, camps)

**One-time Activities**

Find one-time registered activities  
(e.g. fitness classes, court bookings)

< Previous   Skip This Question   Next >

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## Step 3

Select all categories of interest or use the **Select All** button at the top left of the list. The categories listed on this page are based on the previous two steps and what was selected before this step. Select categories of activities or click the **Skip This Question** to proceed.

The screenshot displays the 'My Community' section of the MyRichmond website. The left sidebar contains navigation links: My Dashboard, Profile & Settings, My Home, My Community (selected), My Activities, Activity Search, Saved Activity Search, Find Events, Activity Registration, My Business, My Permit, My Voice, Other e-Services, and Help. The main content area is titled 'My Community' with the subtitle 'Find activities, classes & events available'. It features a progress bar with four steps: Age Groups (checked), Activity Types (checked), Categories (active), and Locations. Below the progress bar, the question 'What categories of activities are you interested in?' is displayed. A search bar and a 'Sort: Name (A - Z)' dropdown are present. A 'Select All' checkbox is at the top left of the category list. The categories are listed in a grid: Aquafit, Aquatics, Arena - Curling, Arenas, Arenas - Skating, Arts - Dance, Arts - Digital, Arts - Music, Arts - Performing, Arts - Visual, Birthday Parties, Cambie Community Centre, Childcare, Children Camps, Computers, Technology and Social Media, Cooking, Events and Seasonal Programs, First Aid, Fitness, and General Interest. At the bottom, there are 'Previous', 'Skip This Question', and 'Next' buttons.

MyRichmond

My Community  
Find activities, classes & events available

✓ Age Groups   ✓ Activity Types   3 Categories   4 Locations

What categories of activities are you interested in?

Search...   Sort: Name (A - Z) ▼

☐ Select All

Aquafit	Aquatics
Arena - Curling	Arenas
Arenas - Skating	Arts - Dance
Arts - Digital	Arts - Music
Arts - Performing	Arts - Visual
Birthday Parties	Cambie Community Centre
Childcare	Children Camps
Computers, Technology and Social Media	Cooking
Events and Seasonal Programs	First Aid
Fitness	General Interest

< Previous   Skip This Question   Next >

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## Important Information

The search field in this screen searches for the categories only. Specific program names in the Saved Activity Search are searchable.



## Step 4

Select all of the locations of interest. The Google Map on the right shows the distance marker to the right of each location. At least one location must be selected to proceed. There is no Skip This Question button.

**MyRichmond**

My Dashboard

Profile & Settings

My Home

**My Community**

My Activities

Activity Search

Saved Activity Search

Find Events

Activity Registration

My Business

My Permit

My Voice

Other e-Services

Help

**My Community**

Find activities, classes & events available

✓ Age Groups

✓ Activity Types

✓ Categories

**4 Locations**

5 Selected

Which locations do you want to go to?

Search...

Sort: Distance (Near - Far)

Select All

Richmond Arts Centre0.2 km

Richmond Cultural Centre Annex0.2 km

Minoru Arenas0.3 km

Minoru Centre for Active Living0.3 km

City Centre Community Centre1.1 km

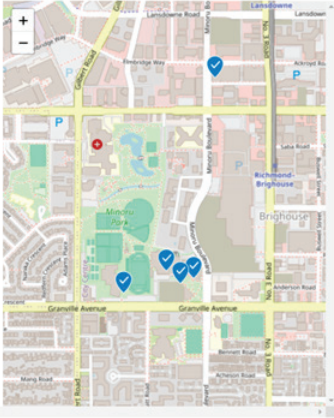
Cook School1.1 km

Anderson School1.7 km

Thompson Community Centre1.7 km

South Arm Community Centre2.6 km

McRoberts School2.7 km



< Previous

Search >

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## Important Information

The distance will be accurate if users have permitted locations on personal devices. The sort method also includes distance near to far or distance far to near. The distance may be useful in identifying the distance to a particular program location.

When redirected to the **Saved Activity Search** under the My Community Section, this appears on the screen.

1. **Search bar** – Enter keywords or Course ID to search for a specific program. Use the entire number, including any leading zeros, when searching by Course ID.
2. **Export** – Click to export searches into a PDF.
3. **Applied filters** – Shows a listing of the filters selected in steps 1 to 4 of the Activity Search.
4. **Filter buttons** – Amends searches further using the six filter buttons. The menu of options will become visible when a button is selected.
5. **Saved Filters** – Allows saving, editing and deleting a search.
6. **Continue To Program Registration** – Redirects to the Program Registration page. *This action will lose your filtered selection.*
7. **Favourite Only** – Selects specific programs of interest. Using favourites only is a good way to narrow a search, save time when registering and making it easier to export the printable guide.
8. **Show Courses** – All programs listed under that activity will appear underneath. See the next step for the information available when clicking this button.

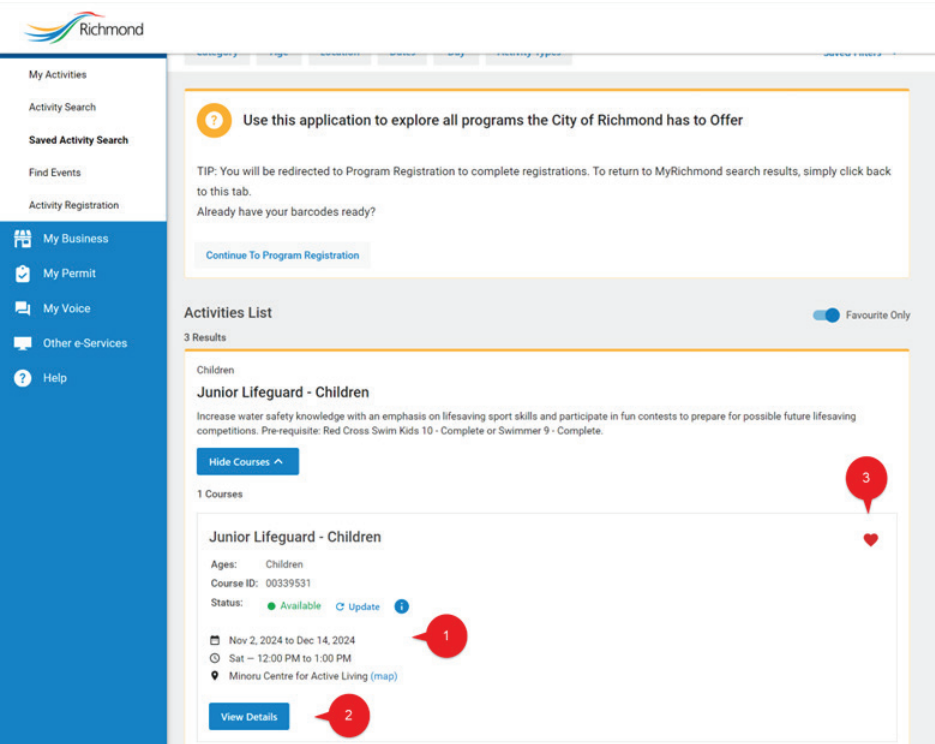
The screenshot shows the MyRichmond website interface. On the left is a blue sidebar with navigation links: My Dashboard, Profile & Settings, My Home, My Community (expanded), My Activities, Activity Search, Saved Activity Search (highlighted with a red circle and arrow), Find Events, Activity Registration, My Business, My Permit, My Voice, Other e-Services, and Help. The main content area is titled 'My Community' with the subtitle 'Find activities, classes & events available'. It features a search bar (1) with a magnifying glass icon and an 'Export' button (2). Below the search bar are filter buttons for 'Clear All', 'Age: Children (6-12)', 'Location: Richmond Arts Centre, Richmond...', and 'Activity Types: Programs'. A row of filter buttons includes 'Category', 'Age', 'Location', 'Dates', 'Day', 'Activity Types' (3), and 'Saved Filters' (4). A modal window is open over the 'Dates' filter, showing a calendar with days from Monday to Sunday. Below the filters, there is a section titled 'Use this application to explore...' and a message about redirection to Program Registration. A 'Continue To Program Registration' button (6) is visible. Below this is the 'Activities List' section, showing '107 Results'. A toggle switch for 'Favourite Only' (7) is present. The first activity listed is '3d Paper Arts - Children', with a 'Show Courses' button (8) below it.

## Important Information

The words *programs* and *courses* are interchangeable. It is like referring to a car as a vehicle. For the purposes here, programs and courses are the same.

Show Courses provides more information on the program being viewed.

- 1. **Program information** – General information on the program including age, Course ID, status, dates, times and location.
- 2. **View Details** – Provides a complete program listing, including a breakdown of each session. This information is helpful as some programs change times and locations.
- 3. **Heart** – Select each program as a favourite by clicking the heart outline, which will change to a red heart when selected.



## Important Information

The program status notes if there is space to register or if the program is full. Some programs are popular, and the status can change very quickly. To see the most recent status, click on Update to the right of the status. Following are descriptions of the six different statuses.

Available	Space Available; course not started yet.
Contact Call Centre	Space Available; course started already.
Waitlist	No Space Available; course not started yet.
Full	No Space Available; course started already.
Opening Soon	Not open for registration yet.
Unknown	Unable to get status; click Update to retry.

# Saving Filters

When a search is done, save selections by clicking on the **Save New Filter** button. A drop-down menu will appear that will include the **Save Current Filter** button and any previous Saved Filters. Create a unique filter name and then click **Save**.

The screenshot shows the MyRichmond website interface. On the left is a navigation menu with options like My Dashboard, Profile & Settings, My Home, My Community, My Activities, My Business, My Permit, My Voice, Other e-Services, and Help. The main content area is titled 'My Community' and displays search filters: Clear All, Age: Children (6-12), Location: Richmond Arts Centre, Richmond..., Activity Types: Programs. Below these are tabs for Category, Age, Location, Dates, Day, and Activity Types. A red arrow points to a 'Saved Filters' button in the filter bar. A modal window titled 'Save New Filter' is open, showing a text input field with 'Children Art Programs' and 'Save' and 'Cancel' buttons.

## Important Information

Programs change throughout the season, so the results using Saved Filters may not be the same later.

## Export

When a listing of programs is ready to export, click on the **Export** button to generate a PDF. The maximum programs the system can export is 800.

*Note: Narrow searches further if an error message is received when exporting.*

When the number of search results is within the 800 limit, the guide will be rendered as a PDF. Save on a device or print a copy. Note: The status of the programs listed in downloaded printed guides continues to change as other customers register for programs or programs end. Programs may not be available at a later time.



**My Activity Guide**  
Activities as of Sep 18, 2024

**3D PAPER ARTS - CHILDREN** / Course ID: 00338863

Age Group: **Children**

Date: **Sep 09, 2024 - Nov 11, 2024**

Location: **City Centre Community Centre** ([map](#))

Time: **Mon - 17:00 - 18:15**

**ACROBATICS - BEGINNER - ARTS CENTRE - PRETEENS** / Course ID: 00343654

Age Group: **Children**

Date: **Sep 15, 2024 - Dec 15, 2024**

Location: **Richmond Cultural Centre Annex** ([map](#))

Time: **Sun - 12:45 - 13:45**

**BALLET - CHILDREN** / Course ID: 00335412

Age Group: **Children**

Date: **Sep 04, 2024 - Oct 23, 2024**

Location: **City Centre Community Centre** ([map](#))

Time: **Wed - 17:20 - 18:20**

**BALLET - CHILDREN** / Course ID: 00335413

Age Group: **Children**

Date: **Oct 30, 2024 - Dec 18, 2024**

Location: **City Centre Community Centre** ([map](#))

Time: **Wed - 17:20 - 18:20**

**HIP HOP - PRETEENS** / Course ID: 00338487

Age Group: **Children**

Date: **Sep 11, 2024 - Oct 23, 2024**

Location: **City Centre Community Centre** ([map](#))

Time: **Wed - 17:30 - 18:30**

**JUNIOR LIFEGUARD - CHILDREN** / Course ID: 00339531

Age Group: **Children**

Date: **Nov 02, 2024 - Dec 14, 2024**

Location: **Minoru Centre for Active Living** ([map](#))

Time: **Sat - 12:00 - 13:00**

**SKATING LESSONS - CHILDREN** / Course ID: 00344513

Age Group: **Children**

Date: **Sep 10, 2024 - Nov 26, 2024**

Location: **Minoru Arenas** ([map](#))

Time: **Tue - 15:45 - 16:15**

**SKATING LESSONS - CHILDREN** / Course ID: 00344514

Age Group: **Children**

Date: **Sep 10, 2024 - Nov 26, 2024**

Location: **Minoru Arenas** ([map](#))

Time: **Tue - 16:15 - 16:45**

## Important Information

The guide displays the date the guide was downloaded. The guide also lists all the programs alphabetically first, followed by the Course ID number (newest to oldest). Each page has a limit of approximately 10 programs, which is another reason to limit search results. From the PDF, click the program title and be redirected to the registration page of that program. More information on the location can be acquired by clicking the highlighted word map to be redirected to Google Maps of that location.

# To search using the Register for an Activity Page

When the **Browse & Register** button found at [richmond.ca/register](http://richmond.ca/register) is selected, the **Program Registration** page screen will look like the image below. **Click on an Underlined Activity** to see programs in that category. Narrow searches by using the filters on the left-hand side of the screen.

Enter a keyword or the Course ID in the **Keyword** field to search for a specific program. The entire 8-digit number is required to be entered (including any leading zeros) when searching by Course ID. Select other criteria to narrow a search. Available programs will automatically load.

The screenshot shows the 'Register for an Activity' page. On the left is a 'Filters' sidebar with sections for Date Range, Days of week, Keyword, Location, Service, and Age. The 'Keyword' field is highlighted with an orange circle and contains the text 'Search/Type Course ID Here'. A red arrow points from this field to the '55+yrs' category in the main content area. The main content area is titled 'Register for an Activity' and contains several columns of underlined activity links categorized by age group: \*Registered Visits, 55+yrs, Adults (19+yrs), Children (6-12yrs), Plant Sales, Youth (13-18yrs), and Preschoolers (0-5yrs).

**Filters**

**Date Range** [Reset](#)  
Midday [-](#) Midday [+](#)

**Days of week** [Reset](#)  
Mon Tue Wed Thu Fri Sat Sun

**Keyword** [Reset](#)  
Search/Type Course ID Here

**Location** [Reset](#)  
Location [v](#)

**Service** [Reset](#)  
Service [v](#)

**Age** [Reset](#)  
0 yr - 99+ yr

**Register for an Activity**

**\*Registered Visits**  
[Cambie Community Centre](#)  
[City Centre Community Centre](#)  
[Hamilton Community Centre](#)  
[Minou Arenas](#)  
[Northwest Richmond Active Living](#)  
[Richmond Ice Centre](#)  
[Sea Island Community Centre](#)  
[South Arm Community Centre](#)  
[South Arm Community Park](#)  
[Steveston Community Centre](#)  
[Thompson Community Centre](#)  
[Watermania](#)  
[West Richmond Community Centre](#)

**Camps**  
[Children](#)  
[Preschool](#)  
[Youth](#)

**Children (6-12yrs)**  
[Aquatics](#)  
[Arenas - Curling](#)  
[Arenas - Skating](#)  
[Arts - Dance](#)  
[Arts - Digital](#)  
[Arts - Music](#)  
[Arts - Performing](#)  
[Arts - Visual](#)  
[Birthday Parties](#)

**55+yrs**  
[Arena - Curling](#)  
[Arts - Dance](#)  
[Arts - Music](#)  
[Arts - Performing](#)  
[Arts - Visual](#)  
[Computers, Technology and Social Media](#)  
[Cooking](#)  
[Events and Seasonal Programs](#)  
[Fitness](#)  
[Gardening](#)  
[General Interest](#)  
[Health and Wellness](#)  
[Heritage](#)  
[Languages](#)  
[Luncheons and Dinners](#)  
[Martial Arts](#)  
[Online - Programs](#)  
[Out Trips and Tours](#)  
[Racquet Sports](#)  
[Sports](#)  
[Wellness Clinics](#)

**Plant Sales**  
[Tree Sales](#)  
Tulip Bulbs (Assorted)

**Youth (13-18yrs)**  
[Aquatics](#)

**Adults (19+yrs)**  
[Aquafit](#)  
[Aquatics](#)  
[Arenas - Curling](#)  
[Arenas - Skating](#)  
[Arts - Dance](#)  
[Arts - Digital](#)  
[Arts - Music](#)  
[Arts - Performing](#)  
[Arts - Visual](#)  
[Cooking](#)  
[Environmental Sustainability](#)  
[Events and Seasonal Programs](#)  
[First Aid](#)  
[Fitness](#) [Drop-In](#)  
[Gardening](#)  
[General Interest](#)  
[Health and Wellness](#)  
[Heritage](#)  
[Languages](#)  
[Martial Arts](#)  
[Nature and Science](#)  
[Online - Programs](#) [Drop-In](#)  
[Out Trips and Tours](#)  
[Racquet Sports](#)  
[Sports](#) [Drop-In](#)

**Preschoolers (0-5yrs)**  
[Aquatics](#)  
[Arenas - Skating](#)



## Questions

### CALL:

604-276-4300,  
Mon-Fri, 8:30am-5:00pm  
(excluding statutory holidays)

### WATCH/READ:

The tutorial video and Frequently Asked Questions on the City of Richmond website at [richmond.ca/ActivitySearchTool](https://richmond.ca/ActivitySearchTool).

The background features several thick, wavy blue lines in various shades of blue, creating a dynamic and abstract pattern.

**Start discovering  
activities today!**

